

Overview for the New Enrollment Process

Effective October 1, 2011, there will be a new enrollment (application) process to become a Residential Provider, Day Service Provider, Prevocational, Supported Employment Provider, and/or Behavioral Services Provider for the Division of Developmental Disabilities Services (DDDS).

The Division of Developmental Disabilities Services (DDDS), in conjunction with the Delaware Medical Assistance Program (DMAP), has established a process for the authorization of a service provider who seeks to offer one or more services contained within the DDDS Home and Community Based Services (HCBS) 1915(c) Waiver as approved by the Centers for Medicare and Medicaid Services (CMS). The DDDS HCBS 1915(c) Waiver control number is 009.R06.01.

Service providers can be individual proprietors, profit and non-profit business organizations, or limited liability partnerships unless otherwise specified in a Request for Services which shall supersede any information contained within this document.

This process shall serve to authorize prospective agencies/individuals/clinicians to provide DDDS HCBS 1915(c) services as well as simultaneously enroll them as a Delaware Medicaid Provider through Delaware's fiscal intermediary, Hewlett Packard (HP). Therefore, all conditions must be successfully met by the prospective provider before authorization is granted by the DDDS/DMMA (HP). The successful completion of the required information shall result in a contract with HP, complete with an assigned provider number. In some instances, the DDDS may also issue a separate contract for services and contract items that are non-Medicaid reimbursable.

The terms and conditions in both contracts must be met in order to remain an authorized and enrolled provider. Both of these contracts are available for review at www.state.de.us/dhss/ddds/index.html

The current services authorized in the DDDS HCBS 1915(c) Waiver include the following:

1. Residential Habilitation:
 - Neighborhood Group Home
 - Staffed Apartment
 - Supervised Apartment
 - Shared Living

2. Clinical Services – Behavioral
3. Day Habilitation
4. Prevocational Services
5. Supported Employment Services

Authorized/enrolled providers can be selected by individuals eligible for DDDS services and their families, advocates etc. to be their provider of choice. An individual receiving service may select different providers for different services but cannot choose more than one provider for a service (i.e. cannot choose two Behavior Analysts for clinical services).

However, since waiver participants have the right to choose their providers, the State of Delaware and its agents cannot guarantee that an authorized/enrolled provider will be selected. Therefore, the DDDS shall host “provider fairs” (at least twice annually) so that service recipients and their families can meet authorized providers in person. The DDDS also strongly encourages its authorized providers to market their businesses as much as possible to gain visibility in the community.

Once a provider has received a written confirmation and is enrolled they shall be added to a **Directory of Authorized and Enrolled Providers** which is posted on the DDDS website. The information contained within this Directory shall list the provider name, address and contact information and may also include a link to that provider's website.

The Authorized Provider application is available at:
<http://www.dmap.state.de.us/downloads/forms.html>